

ARMY MEDICAL COMMAND

Participant instructions for activity registration, completion of evaluation and credit form and obtaining a CME certificate IMPORTANT - READ CAREFULLY

All attendees (physicians and non-physicians) must be registered on the CME website, prior to attending a CME activity. When the course is completed, attendees must return to the website and complete an evaluation form and request for credit form.

Please note that each user needs only one logon ID and one password for the CME website. You may use the same logon ID and password for multiple registrations. If your logon ID needs to be upgraded, please contact your local CME Director or the MEDCOM office at 1-877-MED-ARMY, menu 6.

Note: If you need assistance connecting to this site, call the MODS help desk at toll free 1-888-849-4341 or 703-681-4976 or DSN 761-4976.

To register for an activity: (Participants are only allowed to register BEFORE the activity. Once the course is completed, the system will automatically remove the activity from the "list of activities" being offered.)

- 1.) From a computer that has Internet access, connect to the website:
<https://apps.mods.army.mil/cmeweb/secured/>
- 2.) From the menu on the left, click on **Activity Registration**.
- 3.) The next window is the query screen (List of Activities Offered).
- 4.) Read the instructions at the top, in red font, to find the activity you are registering for.
- 5.) After you click on the activity ID, a new window will appear with information regarding the course. After reading this information, click "Register for Activity" in the top left hand corner of the banner. There is also a "register for Activity link" at the bottom of the information page.
- 6.) Enter your login id and password and click the **Continue** button. ***Note: if you don't have a login and password, skip to First Time Users, next page.***
- 7.) A window will appear with your profile information on it. Verify that your information is correct. Make any changes necessary. Scroll to the bottom of the window and click the **Register Now** button.
- 8.) A window will come up thanking you for your registration.
- 9.) This is it. After the course, come back to this website (at the address in item #1 above) and fill out your evaluation and request for credit form (see instructions below).

First Time Users:

- 1.) Follow step 1-5 above.
- 2.) At the logon screen, click on "New Registrants" button.
- 3.) Enter your SSN, First Name, Last Name, Place of Birth, and Facility where you work and click the **Continue Registration Process** button.

- 4.) The Registration form window will appear. On the top left banner, you will see **Congratulations! Your new Login ID and Password are:** Take note of your login ID and Password because you will need it to complete the evaluation and to register for future activities.
- 5.) Complete the registration form and click the **Register Now** button at the bottom of the form.
- 6.) You will see a new window with instructions to change your password. You can either keep the same password or enter a new one. After entering the password twice, click the **Reset Password** button.
- 7.) If you have successfully entered a new password, a window will appear indicating your Success. At this point you have been registered for the activity.

CME Certificates

Please note that in order to obtain your CME Certificate, you must complete both activity evaluation and request for credit form. You will see instructions on how to print your certificate after both evaluation and request for credit form have been submitted.

Evaluation and Request for Credit Form

To complete the evaluation for this activity (you must first be registered before you can complete the information below. If you did not register before the course and the course is over, contact your CME Planner so that he/she may register you):

- 1.) From a computer that has Internet access, connect to the following website: <https://apps.mods.army.mil/cmeweb/secured/>
- 2.) Click on **CME User Accounts** button.
- 3.) Click the **LOGIN** button on the left hand banner.
- 4.) Enter Userid and Password then click **Login**. Userid and Password are NOT case sensitive.
- 5.) Click **Update Profile** on the left banner.
- 6.) Verify that your profile is correct. Fill in the missing fields in your profile. Make any changes necessary and please ensure that your Email address is correct.
- 7.) Click the **Update Profile** button at the bottom, to save changes to your Profile.
- 8.) Click on the **Activity Evaluations** button at the bottom of the left hand banner.
- 9.) Click the activity link in the ACTIVITY NAME column in the table.
- 10.) Complete the CME Activity Evaluation and click the **Submit** button below.
- 11.) The **Request for credit** screen will come up. If not, click on the "**Request for credit**" button from the left hand banner.
- 12.) Click the activity link in the ACTIVITY NAME column in the table.
- 13.) Complete the request for credit form and click the **Submit** button on the bottom.

14.) The next screen is instructions for printing or downloading your CME certificate.

If you lose your certificate, you can't return to this screen. You can reprint certificates under the credit summary report screen.

Credit Summary Report

The **Credit Summary Report** screen lists all CME activities that you have completed to date. If you are currently registered for a CME activity, that activity will not appear on this screen until the activity is completed and you have completed the course evaluation and credit form.

If you lose your CME certificate for a certain activity, you may print a copy from this screen by simply clicking on the **Certificate** link which is the last column.